

VACANCY NOTIFICATION

1.	Name of the Organization:	Manasum Luxury Senior Living
2.	Employment Type (Regular/ Contractual/ Part Time)	Regular
3.	Name of the post:	Resident Property Manager
4.	Job Function:	As per JD attached.
5.	Additional Job Information:	-
	(i) Technical/ Must have skills	RERA, Fire Safety Norms, Labor Compliance, and local building regulations.
	(ii) Good to have skills	Calm under pressure and solution-oriented, Strong leadership and team management, Empathy-driven communication and a service mindset.
	(iii) Soft Skills	MS Office, and site documentation practices.
6.	No. of Vacancies (in figures):	01 in each unit = 4 nos.
7.	Level/ Post:	Senior level
8.	Qualification required: Essential/ Desired	Degree
9.	Work experience required (in years):	5 + years
10.	Age range (in years):	40 plus
11.	Location of Job:	Bangalore, Goa
12.	Salary range per month (Approx CTC):	Rs. 40, 000/-
13.	Additional Benefits offered:	Stay and food on case-to-case bases
14.	Aligned courses (Full time/ Part Time)	-
15.	Travel Requirements	If required
Last date to received names from RSB/ZSB		06 Jun 2025.
Note 1: All Ex-Servicemen (ESM) are requested to Download the Willingness Format uploaded on DGR Website and forward the same in excel format only duly Completed in All respects through their Zila Sainik Boards/ Rajya Sainik Boards (by mail only) (to dgrddemp@desw.gov.in) if they are meeting the QRs as given by the Principal Employer in the vacancy Notification. If any Details are found Incomplete/ Missing, the Candidature of that ESM will not be Accepted.		
Note 2: PDF Format/ Scanned Images/ Mobile Photos/ Word File etc. will not be accepted.		

Resident Property Manager:

The Key Result Areas (KRAs) of a Resident Manager in a retirement home community can be organized based on the different departments they oversee. As you mentioned, the departments are Kitchen, Dining, Health Care, Transport, Housekeeping, Concierge, Rentals, and Property Maintenance. Here are the KRAs for each department:

1. ****Kitchen and Dining:****

- Ensure the provision of nutritious and well-balanced meals for residents.
- Oversee kitchen staff and maintain high standards of hygiene and safety.
- Plan and execute special dining events and cater to dietary restrictions.

2. ****Health Care:****

- Ensure quality healthcare services are provided to residents.
- Coordinate with healthcare professionals and manage health-related activities.
- Implement health and wellness programs for residents.

3. ****Transport:****

- Organize and manage transportation services for residents as needed.
- Maintain vehicles in good condition and ensure safe transportation practices.
- Schedule transportation for medical appointments, outings, and other activities.

4. ****Housekeeping:****

- Maintain cleanliness and hygiene throughout the retirement home.
- Supervise housekeeping staff and ensure efficient cleaning routines.
- Oversee laundry services for residents.

5. ****Concierge:****

- Provide excellent customer service to residents and visitors.
- Assist residents with various requests, inquiries, and event planning.
- Coordinate services and amenities to enhance resident experience.

6. ****Rentals:****

- Manage rental agreements and lease contracts for residents.
- Handle inquiries from prospective residents and conduct tours.
- Facilitate the move-in and move-out processes.

7. ****Property Maintenance:****

- Ensure the overall upkeep and maintenance of the retirement home facility.
- Schedule repairs, renovations, and preventive maintenance as needed.
- Oversee the work of maintenance staff and external contractors.

Additionally, some overall KRAs that encompass multiple departments could include:

8. ****Resident Satisfaction:****

- Monitor and enhance resident satisfaction levels across all departments.
- Gather feedback and take necessary actions to address concerns.

9. ****Staff Management and Training:****

- Recruit, train, and manage staff across different departments.
- Provide ongoing training and professional development opportunities.

10. ****Financial Management:****

- Budgeting and financial planning for all departments.
- Control costs while maintaining high-quality services.

11. ****Compliance and Regulations:****

- Ensure adherence to all relevant regulations and licensing requirements.
- Maintain accurate records and documentation.

12. ****Community Engagement:****

- Plan and coordinate community events and activities.
- Foster a sense of community and social interaction among residents.

These KRAs provide a comprehensive overview of the Resident Manager's responsibilities and the areas in which they are expected to achieve specific outcomes to ensure the smooth operation and well-being of the retirement home community.